

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Nurse (LPN) - *Part-Time #50408882

ANNOUNCEMENT NO. 138-2015

***SALARY:** MS-511 / Minimum \$12.09 / Maximum \$24.17 hourly

LOCATION: LANG- YCP-CB, Camp Beauregard, Pineville, Louisiana

OPEN: 5 November 2015

CLOSE: 19 November 2015

NOTE: Currently Louisiana Military Department Vacancy Announcements are posted at <http://agency.governmentjobs.com/louisiana/default.cfm> This link will bring you to the current Job Opportunities Site. Scroll down to Agencies and check the block LA Military Department and click Apply Search at the bottom of page.

**Part Time Employment is employment of no more than 20 hours per week, paid hourly, accrue sick and annual leave at reduced rate, but receive no other benefits (i.e. insurance or retirement). No Overtime allowed. .*

***Salary may be adjusted upward for education/experience.*

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** Current Licensed Practical Nurse in the State of Louisiana. CPR Certified. Current valid Driver's License and proof of insurance. Computer Skills. Must be able to work independently within the Scope of Practice with minimal supervision. Experience necessary.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical

requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. CONDITIONS OF EMPLOYMENT: By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. POSITION DESCRIPTION: Provide medical care to cadets enrolled in the YCP Program under the supervision of a registered nurse and following orders and guidelines of the Medical Doctor. Duties include but are not limited to: Treat medical emergencies appropriately as needed for both male and female cadets. Conduct daily sick call and determine treatment plans within time constraints. Maintain medical records, order, pack and dispense medications accurately. Communicate with parents and pharmacy as needed to ensure medication is available to the cadet. Provide transportation and assistance to ER and medical/dental appointments as necessary. Administer vaccines and enter data into the LINKS system in a timely manner. Ability to provide in-service training to cadets/staff on request as necessary. Perform maintenance duties of the dispensary as needed to maintain a clean and neat environment and restock supplies as necessary. Complete all appropriate documentation in a timely manner. Maintain an open line of communication with other departments while following the chain of command. Participate in at least one community service and one Family Day event per cycle. Be flexible and able to adapt to new situations while being responsible, self motivated and able to work independently without direct supervision. Required to work alternating weekends as necessary and participate in the weekend call rotation. Be flexible in working overtime when necessary at least three times during the cycle. Monitor the vaccines refrigerator to maintain a controlled temperature and take appropriate action if needed. Be familiar with PPE equipment, where it is located and when and how to use it properly. Completion of SHARP Training and fosters sexual harassment free environment. Complete all LMD training requirements annually. Perform other duties as assigned. Hazards of the position include possible exposure to contagious diseases, possible contact with blood or body fluids and/or contaminated equipment.

5. APPLICATION PROCEDURES: All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **To obtain a LANG-LMD-H Form 10 (State Application) contact the following Human Resources Employee Assistance Office.**

SFC (Ret) Theresa Walker / Mrs. Kimberly Clay
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